

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: ADMINISTRATIVE ASSISTANT II	JOB VACANCY POSTING NO.	3-05
	POSTING DATE:	1/18/05
EMPLOYMENT STATUS: BRA (Development Program Employee) See Definition on Reverse	EXTERNAL DATE:	1/31/05
DEPT/DIV: DIR/DIRECTOR'S OFFICE	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Provide secretarial and administrative support to the Special Counsel to the Director/BRA.

Draft basic correspondence (e.g., transmittal letters), type and proofread correspondence, memoranda, legal agreements, and other documents, using word processing (i.e., Microsoft Word) and red-lining (i.e., Deltaview) software.

Create documents using dictaphone technology.

Schedule meetings with both internal and external parties, using Microsoft Outlook software. Manage and maintain files, including organization of files and archiving of materials. .

Assist with set-up, preparation and distribution of materials and other logistical arrangements for meetings.

Receive and route incoming telephone calls as needed. Take and relay messages as requested. Place follow-up calls as requested.

Photocopy and distribute materials as requested. Send and receive faxes. Send documents (e.g., clean and redlined copies) by electronic mail.

Ensure confidentiality of all information.

Perform other related duties as requested.

QUALIFICATIONS: Work requires either an Associates degree, post secondary secretarial school training or equivalent plus three or more years of work experience in a law firm setting. Must be well organized with the ability to work in a fast-paced environment. Previous experience working for an Attorney is highly desirable. Excellent typing and database management skills are required as well as demonstrated proficiency/expertise with office software (including Deltaview redlining program, Microsoft Word, Outlook, Excel, Visio, etc.). Must have experience creating documents using dictaphone technology. Excellent oral and written communication skills are required. Familiarity with proper office etiquette and effective office operations are necessary. Must be able to deal appropriately with confidential information.

GRADE: 16

HIRING RANGE: \$37, 465.47 - \$45, 003.19

Submit resume/cover letter to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.boston.ma.us **Fax:** 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.